

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 33-103**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**5 FEBRUARY 2001**

**Communications and Information**

**REQUIREMENTS DEVELOPMENT AND  
PROCESSING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. This supplement contains guidelines and procedures for requirement's development and processing within AFMC. It is recommended that each base Communications and Information Systems Officer (CSO) develop local procedures for developing and submitting Communications and Information (C&I) requirements. Base supplements can add to but not take away from the Air Force instruction (AFI) and MAJCOM supplement.

**SUMMARY OF REVISIONS**

This revision updates the AFMC Requirements Process to reflect changes in AFI 33-103 and new guidance from HQ AFMC/SC. AFI 33-103 increased the cost threshold ceiling for C & I System Requirement Documents (CSR) to \$15 million, deleted all references to Federal Information Resource Management Regulations (FIRMR), incorporated mandates under the Information Technology Management Reform Act of 1996 (ITMRA), and replaced all references to the DoD Technical Architecture Framework for Information Management (TAFIM) with the DoD Joint Technical Architecture (JTA). This revision provides AFMC policy on acquiring commercial IT based on the HQ AFMC/CC Memo dated 10 August 2000. In addition, the Personal Computer Memory Card International Association (PCMCIA) guidance has been updated. This revision also addresses the submission of corporate IT requirements. Finally, the revision updates office symbols to reflect a reorganization of HQ AFMC/SC.

**AFI 33-103, 18 Mar 99, is supplemented as follows:**

1.1. (Added) In cases where the user doesn't need CSO assistance in providing technical solutions, the CSO's function is to verify that the user recommended technical solutions conform to DoD, AF, and AFMC standards and policies.

3.2.4. (Added) In all requirements documents requesting contractual support, include mandatory systems security awareness training for all contractual personnel who will be using C&I systems belonging to the

federal government to generate, process, store, transfer, or communicate information. Format may be either the AF C4 Systems Security Awareness Training program or an in-house contractor program, subject to agreement by the base Computer Security Office. The requestor should work with a contracting officer to identify all training requirements for contractor personnel for inclusion in the contract.

3.2.5. (Added) Address hardware and software support (i.e., training, configuration, maintenance, and installation) in the functional description of the requirement.

3.4. (Added) You may use the Blueprint Phased Implementation Directive (BPID), AF Form 3215, **C4 Systems Requirements Document**, or preferably AFMC Form 321, **C4 Requirements Document**, to identify requirements. A locally developed form or electronic process may be used to satisfy specific base level requirements that enhance the approval and implementation process. If requirements being forwarded to the MAJCOM CSO are documented on AF Form 3215, cost data must be included within the technical solution. (See block 15 of AFMC Form 321 for cost data format.) Attachment 6(Added) outlines those requirements that must be sent to the MAJCOM CSO. Instructions for preparing the AFMC Form 321 are available in Attachment 6(Added). For those requirements where an economic analysis was performed, attach a copy to the C&I Systems Requirement Document. The economic analysis is required when a new project or program has a total investment cost of over \$1 million, or annual recurring costs over \$200 thousand.

**3.5. (Added)** Personal Computer Memory Card International Association (PCMCIA) cards are also referred to as PC Cards. Newly purchased desktops must be delivered with the capability to support two PC cards/devices. The PC Card Reader/Adapter that allows the PC card to be inserted does not need to be acquired for the desktop being purchased. However, the desktop must be capable of supporting future required installations of the PC Card Reader/Adapter if necessary.

3.6. (Added) The base communications unit is the sole provider of operating, maintaining and standardizing the base network infrastructure from the user's PC or server to any network which allows communications off base (NIPRNET, SIPRNET, etc.). The installation commander must delegate a Single Approval Authority (SAA) to review and approve all requirements for network services. If the SAA is not the CSO, a close working relationship must be established between the two. Funds are not to be obligated for any network-related hardware, software or operation support without approval of the SAA.

4.1.1. (Added) The CSO may certify the technical solution without further development, if the CSO and the customer agree that the solution contains adequate detail to begin acquisition. This will be appropriate for some requirements that can be met from existing DoD/Air Force/AFMC contracts that are known to be compatible with standards and architectures.

4.1.2. (Added) The CSO will involve the Center/Base Chief Information Officer (CIO) in the review of requirements involving major IT investments, waivers to DoD/AF architectures or standards, and other areas as needed.

4.1.3. (Added) AFMC Activities will use the Air Force (AF) IT Superstore to procure IT products unless an alternate source clearly provides a better value. AFMC IT products are listed in attachment 8. The AFMC IT Acquisition Process is listed in attachment 9. The Standard Systems Group Commercial Information Technology-Product Area Directorate (CIT-PAD) will work with customers on an individual basis to obtain even greater price discounts for quantity buys of 50 systems or total purchases greater than \$50K. For exceptions to using the AF IT Superstore, the customer will provide a best value analysis of the AF IT Superstore product and the alternate source on the CSRD. The best value analysis is completed through a process that compares price, performance, availability, and maintainability to select the most

advantageous value to the government. When alternate sources provide a better value, the appropriate CSO will certify the CSRD with the recommended alternate source. The Contracting Officer will make the final decision on which source provides the best value. If the AF IT Superstore does not have a product with the capabilities needed to satisfy the requirement, this will be documented on the CSRD for CSO certification. Further information may be obtained at <http://www.itsuperstore.af.mil>.

4.1.4. (Added) The authority to decide on whether or not a CSRD is required for computer accessories (piece parts like disk drives, Zip Drives, CD-ROM readers and writers, memory/video/sound/NIC cards, etc.) for installation on existing computers is delegated to the CSO. A CSRD will be required for modem purchases.

4.1.5. (Added) For Oracle products, AFMC has entered into an agreement with Oracle for a command-wide Enterprise License. (See the AFMC Oracle Product Information web page <https://msg103.msg.wpafb.af.mil>.) AFMC Activities will use the Oracle Enterprise License for Oracle requirements.

4.1.6. (Added) For waiver requests such as waivers from DoD, AF, or AFMC architectures and standards, from current IT policies, from a command-wide software license such as the AFMC Oracle license, etc. a waiver request must be submitted to HQ AFMC/SCPR. This waiver must include a justification and provide a cost breakdown for the proposed technical solution, including a cost comparison between the proposed solution and the AFMC compliant solution. HQ AFMC/SC will consider a waiver to existing architectures or policies on a case-by-case basis. Written approval or disapproval for the waiver will be provided within 15 working days of receipt of waiver.

4.1.7. (Added) The base CSO will submit requirement documents to HQ AFMC/SCPR for coordination of the technical solutions that fall within the areas identified in attachment 6. In addition, AFMC corporate IT investments will be submitted to the CIO Support Working Group (CSWG) to determine if they require CIO Council review. AFMC corporate IT requirements are defined as IT needs or deficiencies identified by the CIOs, mission areas or center commanders which impact across the command, more than one functional area or those selected for implementations across the command. Prior to submission to the CSWG, the center/base CIOs (holding membership on the AFMC CIO Council) must validate the IT requirement as a candidate for a command-wide IT project.

4.1.8. (Added) Support and sustainment costs are to be included in the life-cycle costs of the cost comparison.

4.2.1. (Added) Coordinate alterations which meet the above criteria through the supporting CSO.

5.2.1. (Added) The CSO may also contact other AFMC organizations for technical solutions in the development, sustainment, and re-engineering of Communications and Information systems.

5.3.4.1. (Added) Video Teleconference Equipment (VTC). See AFI 33-117, *Visual Information (VI) Management*, paragraph 2.3, and the VTC Implementer's Guide (available on the Web at <http://www.afca.scott.af.mil/multimedia>). All AFMC requirements for video teleconferencing equipment that are considered to be room units (Desktop systems do not require MAJCOM approval) will be sent to the MAJCOM CSO (HQ AFMC/SCPR) for processing. The MAJCOM CSO will send the VTC requirements to HQ AFCA/GCOV for certification of the technical solution/costing and for documentation into the Air Force database.

5.5. (Added) In-house resources or services support contracts can be used to develop technical solutions. Technical solutions that deviate from the current base infrastructure or target architecture must be reviewed by the STEM-B for compliance.

5.6. (Added) The base CSO will continue to review and certify all Sole Source Justification (SSJ) and Justification & Approval (J&A) documents for the acquisition of Information Technology (IT) resources. The following certification statement is required on the J&A:

*I certify that this data supporting the recommended use of other than full and open competition for the acquisition of these information technology resources is complete and accurate. I approve the recommendation for the use of other than full and open competition in this acquisition.*

CSO signature, Organization, Telephone #, Date

5.6.1. (Added) Enter the CSO control number of the CSRD, or other certified requirements document, below the purchase request number listed on the J&A or SSJ.

**8.1. (Added)** AFMC Form 321.

**Attachment 1 (Added)****ABBREVIATIONS AND ACRONYMS**

**BPID** Blueprint Phase Implementation Directory  
**CIT-PAD** Commercial Information Technology Product Area Directorate  
**C&I** Communications and Information  
**CIO** Chief Information Officer  
**CSWG** CIO Support Working Group  
**IT** Information Technology  
**J&A** Justification and Approval  
**NIPRNET** Non-Secure Internet Protocol Routed Network  
**NSS** National Security System  
**PCMCIA** Personal Computer Memory Card International Association  
**PLGR** Precision Lightweight Global Positioning Satellite Receivers  
**SAA** Single Approval Authority  
**SIPRNET** Secret Internet Protocol Routed Network  
**SSJ** Sole Source Justification

*Terms*

**CSO Certification.** Signature by the CSO certifying that the CSRD technical solution complies with current DoD, AF, and AFMC standards and architecture. The CSO is the Communications Squadron Commander, the SC equivalent of an activity, or the delegated individual.

**National Security System (NSS).** Any IT in support of telecommunications or information systems operated by the United States Government, the function, operation, or use of which involves intelligence activities, cryptologic activities related to national security, command and control of military forces, equipment that is an integral part of a weapon or weapons system, or is critical to the direct fulfillment of military or intelligence missions. (A system is not a NSS if it is to be used for routine administrative and business applications (including payroll, finance, logistics, and personnel management applications).

**Attachment 6****REQUIREMENTS THAT MUST BE FORWARDED TO HQ AFMC/SCPR**

- A6.1.** All AFMC requirements that impact multiple AFMC bases (excluding those for Air Force standard systems). This includes Automated Information System (AIS) developments.
- A6.2.** All AFMC requirements for Precision Lightweight Global positioning satellite Receivers (PLGR).
- A6.3.** All AFMC requirements for International Maritime Satellite (INMARSAT) services and equipment.
- A6.4.** All AFMC requirements for video teleconferencing equipment that are considered to be room units, i.e., studio or small group systems are considered to be room units, will be sent to the MAJCOM CSO (HQ AFMC/SCPR) for processing. Desktop systems do not require MAJCOM approval.
- A6.5.** All AFMC requirements for centrally funded long-haul circuits.
- A6.6.** All AFMC requirements that incorporate radio frequency transmitters or receivers (after coordination with the installation spectrum manager).
- A6.7.** All AFMC requirements for video production except those for base level use only.

## Attachment 7

## C&amp;I SYSTEMS REQUIREMENTS DOCUMENT INSTRUCTIONS FOR AFMC FORM 321 (UP TO \$15M)

BLOCK NUMBER	BLOCK TITLE	ENTRY
1. Mandatory	DATE	Use current date of submission (DDMMYY).
2. Mandatory	REQUIREMENT TITLE	A short subject/title of requirement, study, or equipment acquisition.
3. Mandatory	CSO CONTROL NUMBER	Assigned by the base CSO or MAJCOM CSO. For requirements sent to headquarters, add three-letter suffix to link requirements to originating office and organization (use 3-letter office symbol). An additional three-letter suffix may be used to satisfy local tracking requirements.
4. Mandatory	REQUESTING AGENCY	Enter the requesting organization.
5. Mandatory	REQUESTER	Enter the requester's name and office symbol.
6. Optional	E-MAIL ADDRESS	Enter the requester's e-mail address.
7. Mandatory	PHONE NUMBER	Enter the requester's phone number.
8. Optional	FAX NUMBER	Enter the requester's fax number.
9. Mandatory	DATE REQUIRED	Provide a realistic date.
10. Mandatory	MISSION OR SYSTEM SUPPORTED	Identify the mission or system supported by this requirement.
11. Optional	DATA SYSTEM DESIGNATOR	Identify the data system designator (DSD) of the functional software system (if any) impacted by this change in mission or requirement.
12. Mandatory	REQUIREMENT	Provide a narrative of the functional requirement and a description of what is to be done. Continue on separate sheet.
13. Mandatory	JUSTIFICATION	Provide the rationale for the requirement in relation to operational impact and cost. Continue on separate sheet.
14.	ACQUISITION DATA	
14(a). Mandatory	ACQUISITION METHOD	Identify applicable acquisition method. If "Other" is used, also state the specific method of acquisition (such as lease, reutilization, or reallocation).

14(b). Mandatory	ACQUISITION STRATEGY	Identify whether the request will be fulfilled through other than full and open competition or not. If so, provide justification and approval (cost $\geq$ \$100K) or sole source justification (cost $<$ \$100K).
14(c). Mandatory	NATIONAL SECURITY SYSTEM DESIGNATION	The National Security System designation applies to the entire IT system, not just to an individual NSS IT acquisition. A copy of the NSS determination should be attached to the requirements document and a copy should be maintained in the contract file.
14(d). Mandatory	LOCAL FUNDING AVAILABLE	Identify if local funds are available for the proposed acquisition.
15.	COST DATA	
15(a). Mandatory	ACQUISITION CATEGORY	Select the appropriate Information Technology Resource category(ies).
15(b). Mandatory	ONE TIME COSTS	Identify the estimated nonrecurring costs associated with requirements opposite the appropriate acquisition category.
15(c). Mandatory	ANNUAL RECURRING	Enter all recurring costs, by category, to satisfy the requirement.
15(d). As Applicable	ESTIMATED SYSTEM LIFE	Enter the estimated life of the system (i.e., 5 years).
15(e). Mandatory	ACTUAL COST	Multiply 15c by 15d. Add this result to 15b.
15(f). Mandatory	TOTAL COST	Total each column (15b,c,&e) as appropriate.
16. Mandatory	TECHNICAL SOLUTION AND ALTERNATIVES	The base CSO will work with the originator and other organizations as necessary to develop the technical solution and/or recommended alternatives. Once the technical solution has been agreed upon with the originator, the base CSO will certify the correctness of the technical solution. The customer will approve the technical solution.
17.	TECHNICAL SOLUTION AUTHORITY	
17(a). Mandatory	THIS SOLUTION MEETS ARCHITECTURAL AND INTEROPERABILITY REQUIREMENTS	Enter name, organization, and telephone number of base CSO's technical authority who provides or reviews the technical solution. Signature required.



17(b). As Applicable	TECHNICAL REFERENCES USED	Provide applicable DoD standards, Air Force directives, Air Force instructions that govern this requirement.
18.	CERTIFICATION/AUTHORIZATION	
18(a). Mandatory	USER AUTHORIZATION	Enter name, title, and organization of individual authorized to obtain Communications and Information resources for the organization, concur with requirements and technical solution. Signature is required.
18(b). Mandatory	RECORDS MANAGEMENT APPROVAL AUTHORITY	Mandatory for application software acquisitions, optional for hardware or communications acquisitions. Enter name, title, and organization of the records management approval authority. Include signature.
18(c). Mandatory	BASE CSO AUTHORIZATION	Name, title, and organization of the base CSO. Include signature. The base CSO will concur/certify the correctness of the technical solution for requirements that affect his base only.
18(d). Conditional	MAJCOM CSO CERTIFICATION	Name, title, and organization of the MAJCOM CSO who will concur/certify the correctness of the technical solution for requirements outside the base CSO's authority (see attachment 6(Added)).
18(e). Conditional	STD SYSTEM MGR AUTHORIZATION	This block will be filled out only by the standard systems manager for standard systems requirements.

**Attachment 8****AFMC IT PRODUCTS****COMPUTER SYSTEMS**

Handheld/Portables/Notebooks  
Desktops/Workstations/Servers  
Rugged Portables

**NETWORKING**

ATM/Ethernet/Other Switches  
Gateways/Bridges/Routers/Hubs  
Security  
Wireless Local Area Networks

**SOFTWARE/APPLICATIONS**

Software Development Tools  
Database (Except for Oracle)  
Office Automation  
Web Authoring/Development  
Messaging  
Systems Mgt/Administration Tools  
Network Operating Systems  
Graphics/Imaging

**PERIPHERAL EQUIPMENT**

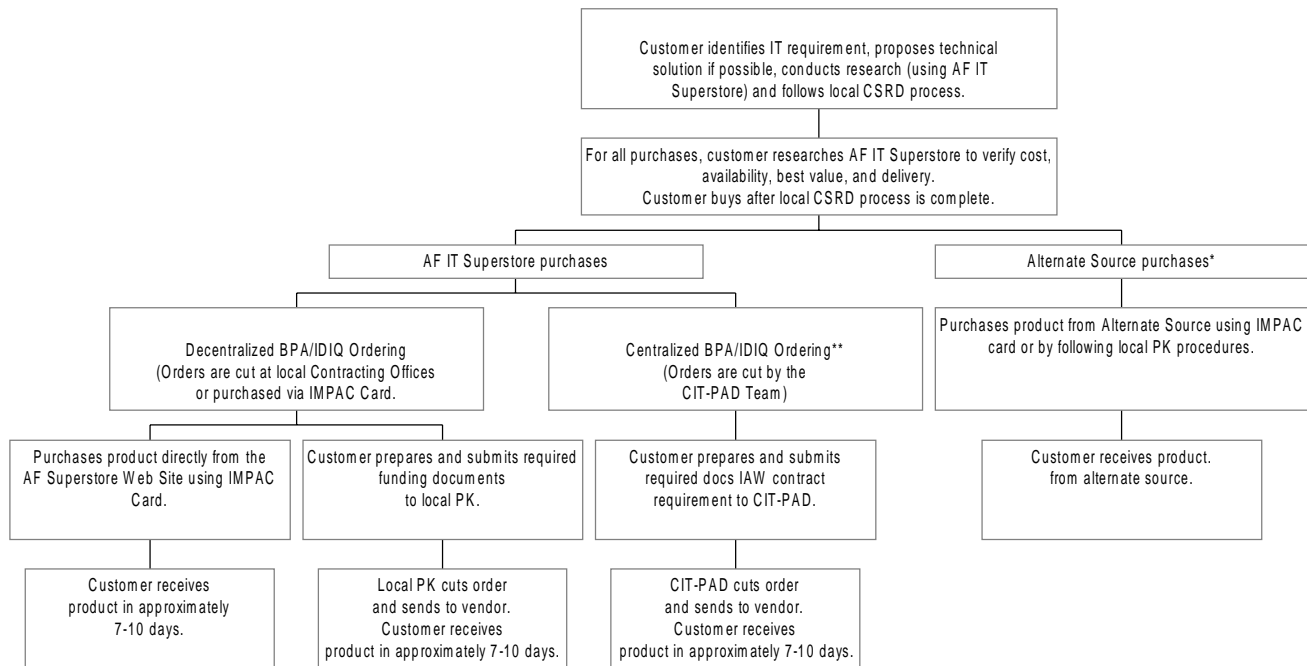
Printers/Plotters/Scanners

***NOTE:***

Computer accessories for installation on existing computers are exempt from the policy. These computer accessories include: memory upgrades, disk drives, NIC/video/sound/SCSI cards, zip drives CD-ROM's, etc.

## Attachment 9

### AFMC IT ACQUISITION PROCESS



#### NOTE:

\*When alternate sources provide better value, the appropriate Communications and Information Systems Officer (CSO) (either Base or Tenant CSO) will certify the CSRD. However, the Base CSO will continue to approve requirements for all core network services. Core network services are those elements of network infrastructure and support which are most efficiently and/or effectively provided by a single entity: backbone (communications h/w and s/w, cable plant, servers); backbone services (domain name system, protocol address, remote access, directory service); network management (configuration, performance, and security management--which includes end-user appliance maintenance (provide central contracts which the user will provide funding, acquisition approval); information assurance; help desk services; and messaging services. When using an alternate source, the customer will provide a best value analysis of the AF IT Superstore product and the alternate source on the CSRD. If the AF IT Superstore does not have a product, the customer will document this on the CSRD.

\*\*All CIT-PAD contracts/vehicles have decentralized ordering capability except for the following: Integrated-Computer Aided Software Engineering (I-CASE), and Integration for Command, Control, Computers, and Communications-Intelligence (IC4I).

DEBRA L. HALEY  
Director of Communications and Information